

	Montana Mental Health Nursing Care Center Policy Manual	Policy Number	1120
		Original Date	04/19/1994
		Revised Date	04/17/2015
	Department: Social Services Bed Hold Policy		

POLICY:

A bed will be held for any resident who is temporarily receiving medical services in another health care facility or is out on therapeutic home leave. The State of Montana employs an open-ended policy on how long a bed may be held. The Centers for Medicare and Medicaid Services requires discharge from a facility after 30 days.

PROCEDURE:

1. Upon admission, all residents will be informed of the bed hold policy by Social Services. Bed hold policy information will be given or mailed to the guardian/DPOA/representative. (Attachment#3)
2. A letter will be included with the transfer paperwork, by nursing, when a resident is transferred to the hospital. A copy will be placed in the Social Worker's mailbox. (Attachment#1) The Social Worker will document in the medical record that the resident, family and/or guardian/DPOA has been notified of the Bed Hold Policy.
3. A letter will be written and given by the Social Worker to the resident and legal guardian/DPOA or family member each time the resident goes on a therapeutic home visit. (Attachment#1) The Social Worker will document in the medical record that the resident, family and/or guardian/DPOA has been sent notice of the Bed Hold Policy. A copy of the bed hold policy is kept in social services files.
4. There will be no limit on how long a bed will be held while the resident is requiring medical services outside the facility.
5. If the resident is discharged to another nursing home or community based services, a bed will not be held, unless trial placement has been approved by the Superintendent.
6. If the resident requires extended active Psychiatric Treatment at Montana State Hospital, the resident will be discharged at the time of transfer and the bed will not be held. Montana State Hospital staff will need to reapply for admission using the admission screening process in policy #1114.

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- 7 A bed will be held for a resident requiring medical service outside the facility when the provider's facility is filled, there is a current waiting list of potential residents and the resident is expected to return. (Attachment#2) A request for reimbursement to the provider will be submitted to Medicaid Services Division on a form MA-52 (Hospital Hold Form) by the Medical Records Department. Billing for holding a bed may not be billed to the resident under any circumstances. This form must be submitted only when the facility is filled and has a waiting list. A current waiting list of potential residents must accompany the form.
8. Medicaid will reimburse for twenty-four (24) therapeutic home visit days between July 1st and June 30th of each year. Form MA-041 must be submitted by Medical Records at month end each month a Medicaid resident departed on home leave for less than seventy-two (72) hours. Form MA/042 will be submitted to the Senior and Long Term Care Division by Social Services prior to a visit which will exceed seventy-two (72) hours and must be approved prior to the resident leaving the facility.
9. All therapeutic home visits will be discussed by the Care Plan team. When the Care Plan team deems a resident capable of a therapeutic home visit or a pre-placement visit, Social Services will coordinate the visit with the resident, family, guardian/DPOA, and will ensure relevant MMHNCC employees are notified at least 5 business days prior to the leave.